K

19 A9

K

DN 29/5/46

File No Misc 1-E 1942

Legal DEPARTMENT.

C BRANCH. : D.48 (E) - 1942

Subject:—

Miscellaneous correspondence

relating to forms Stationery etc.

File No. Misc 1-F/42

Std. Sectt. Slip 24 B e.

68-C

C O N T E N T S.

Legal Department Misc. I. F. /42

Sr. No.	R.I. /O.No.	Subject	Pages.
1	P and S.D.Or. 5440/34 12.12.41.	Postage Stamps. Economy in the use of	
	R.I.No. 467 13.1.42.		1-2.
2.	G.R.G.D. P.212 9.2.42.	Paper Supply of -to Government offices.	
	R.I.No. 1747 18.2.42.		3-4.
3	G.R.G.D. 4589/33 14.1.42.	Stores -Amendment of indent forms.	
	R.I.No. 1943 24.2.42.		5-6.
4.	G.R.P and S.D. 1639/34 16.3.42,	Clothing peons.	
	RRI.No.3036 27.3.42.		7-8.
5	G.R.G.D. 3303/33 12.12.41.	Stationery- Economy in the use of	9-11.
6.	G.R.P.W.S. 1736/36 11.3.42.	Electric bulbs. Contact for the supply of	
	R.I.No. 3298 6.4.42.		13-14.
7.	G.D. endo. 3503/33C 4.5.42.	Stationery articles-- Economy in the use of	
	R.I.No. 4575 19-5-42.		16-19

Sr. No.	R. I. & O. No.	Subject	Pages.
8	P and S.D. Or. 1590/34 11.4.42.	Clothing-supply of- to inferior Servants other than peons and petty others.	
	R.I.No. 3881 23.4.42.		21-25.
9	G.R.P.W.D. 1736/36 20-5-42.	Electric bulbs - purchase of	
	R.I.No. 5175 12.6.42.		27-29.
10	G.R.G.D. 256 8.6.42.	Stationery- Economy in the use of	
	R.I.No. 5409 20.6.42.		31-35.
	G.R.G.D. 356 18.6.42.	Stores-Amendment to Rules requesting the purchase of	
	R.I.No. 7098 16.2.42.		35-36.
11	G.R.F.D. 5519 13.6.42.	Travelling Allowance Bill Form of --	
	R.I.No. 5914 8.7.42.		37-38.
12	G.D.Or. 4991/33 3.7.42.	Stationery -supply of to newly created offices.	
	R.I.No. 5966 10.7.42		39-40.
13	G.D.Or. 3303/33 14.7.42.	File covers - Economy in the use of	
	R.I.No. 7596 3.8.42.		41-42.
15	G.R.P.W.D. 5798/34 29.7.42.	Clothing -supply of- to Peons	
	R.I.No. 763 3.8.42.		43-44.

Sr. No.	R.I.T.D. No.	Subject.	Pages.
16.	86R.G.D. 4766/33 21.9.42.	Textiles -purchase of- by Government	
	R.I.No 10370 10.10.42.		45-46.
17.	P.W.D.Gr. memo 1736/36 23.9.42.	Electric bulbs. Contract for the supply of	
	R.I.No.10719 13.10.42.		47-48.
18.	G.D.Gr, 9794 14.11.42.	Forms - Reduction in consumption of -	
	R.I.No. 12146 3.12.46.		49-50.
19.	G.D.Gr, 5098/33 23.11.42.	Blotting paper. Economy in the consumption of-	
	R.I.No. 12695 21.12.42		51-52.
20.	G.R.P.andS.D. 5798/34 20-4-42.	Clothing-Measures for economising the use of-Woollen clothing supplied to peons in Government offices.	
	R.I.No. 4082 1-5-42		53-54.
21.	G.R.P.andS.D. 1590/34 22.10.42.	Use of uniforms by inferior servants of the Secretariat and allied offices located in the Secretariat building.	
	R.I.No.11066 24.10.42.		55-56.
22	P and S.D. 1590/34 6.11.42	----Do------	
	R.I.No.11451 10.11.42.		57-58.
23	G.R.I.and S.D. 1590/34 22.1.43.	-----Do------	
	673 R.I.No. 12773 23.12.42		59-60.
24	G.R.P.and S.D. 1590/34 22.12.42	Use of uniforms by inferior Servants in the Secretariat and allied offices located in the Secretariat Building and I.W.D. Secretariat.	
	R.I.No. 12773 23.12.42		61-62

Sr. No.	R.I./G. No	Subject.	Pages.
25.	F.B. 1002/42.42 22.5.42	Economy in the use of forms etc.	
	R.I.No 4888 3.6.42		63-65
26	G.R.G.D 3303/33 30-5-42	Stationery-Economy in the use of -Economy slip for envelop No. 2	
	R.I.No.5410 20-6-42.		67-69
27	G.R.F.and S.D. 1740/34 5-1-42	Clothing - Pagries - supply of -	
	R.I.No. 656 19-1-42		71-72.

V.M.D./25-5 50.

01. 26/5/56

26-5-56

Postage Stamps.
Economy in the use of —

GOVERNMENT OF BOMBAY.

Political And Services Department.

Circular No. 5440/34.

Bombay Castle, 12th December 1941.

It has been brought to the notice of Government that a large number of postage stamps of smaller denomination is used when fewer stamps of higher denomination would serve the purpose. The paper used in the former case might well be saved. In view of the urgent necessity of conserving stocks of watermarked gummed stamp paper, all Heads of Offices under the several Departments of the Secretariat are requested to take steps to prevent such wastage of postage stamps.

By order of the Governor of Bombay,

G. F. S. COLLINS,
Chief Secretary to the Government of Bombay,
Political and Services Department.

L P.& S. H 34

To

All Departments of the Secretariat, etc.

M.D./22-5

Paper.
Supply of --to Government offices.

GOVERNMENT OF BOMBAY.

General Department.

Resolution No. P.212.

Bombay Castle, 9th February 1942.

Letter from the Superintendent, Government Printing and Stationery, No. M.B. 5555, dated the 30th January 1942:-

" In continuation of this office No. U.O.R. 339, dated 29th January 1942, I have the honour to forward herewith a sample of the Badami paper which the Mills can manufacture and supply if bleaching powder is not supplied to them by the Director-General of Supply, New Delhi. It appears from the letter received from that officer, a copy of which has already been sent to Government with this office letter No.M.B. 5474, dated 27th January 1942, that , that officer will not be able to supply sufficient quantity of bleaching powder to manufacture all the require- of Government even if Government request him to do so, and therefo I propose that the paper as per the accompanying sample "A" should be introduced in lieu of Badami Superior. The paper has been tried in this office and found to be quite suitable for writing. Another sample is al herewith sent which I propose to issue to officers for typing letters. The rate quoted by the Mills for this paper is As. 4-2 per lb.as against the contract rate of As. 4-4½ per lb. As several indents are pending in this office for the supply of Badami Paper in lieu of the present quality of Badami Superior Paper and also of Cream Laid Paper.

In future, this office will supply to indenting officers only two qualities of Papers instead of three qualities, as at present, viz. (1) Badami and (2) Cream Wove, deleting the item of Cream Laid altogeth

Further, these qualities will be supplied in the following sizes a weights to the officers:-

For writing work.

Badami, F'cap Folio, 13½" x 8½" -- 6 lbs.
Badami, F'cap, Broad Side, 13½"x 17"--12 lbs.
Badami, F'cap quarto, 8½" x 6½ --3 lbs.

For typewriting work.

Badami, F'cap folio, 13½" x8½" --5lbs.
Badami, F'cap quarto, 8½" x 6½ --2½ lbs.

For important correspondence (writing)

Cream Wove, F'cap folio, 13½" x8½" --7lbs.
Cream Wove, F'cap, Broad Side, 13½"x 17"--14 lbs.
Cream Wove, F'cap quarto, 8½"x 6½" --3½ lbs.

P.T.O.

For important correspondence(typing)

Cream Wove, F' cap folio, 13½" x 8½"--6½lbs.
Cream Wove, F' cap, Broad Side, 13½" x 17" -- 12 lbs.
Cream Wove, F' cap, quarto, 8½" x 6¾" --3½lbs. "

RESOLUTION-- The samples submitted by the Superintendent, Government Printing and stationery, for the supply of rough quality of Badami paper to offcers for writing or typing letters, etc., in lieu of the present quality of Badami superior and cream laid papers are approved. The proposal made by the Superintendent for supply to indenting offcers in future only two qualities of papers, viz., (1) Badami and (2) Cream Wove, in the sizes and weights mentioned by him instead of three qualities supplied at present, is also approved.

By order of the Governor of Bombay,

E. B. PATELL,

Under Secretary to Government.

G. R., No. P 212, G. D., dated the 9th February 1942.

To

The Commissioners of Divisions. etc.

V.M.D./22-5
4c.

Stores.
Amendment of indent forms.

GOVERNMENT OF BOMBAY.

General Department.

Resolution No. 4549/33.

Bombay Castle, 14th January 1942.

RESOLUTION OF GOVERNMENT.

A case has come to the notice of Government in which, in typing an order for a supply of " angle irons " for construction work in a Government Department, the typist inadvertently, typed " tons " instead of " lens " which means " lengths " in commercial parlance . This serious mistake in the description of the quantity was not detected before the supply of angle iron greatly in excess of the actual requirements had been despatched by the firm concerned. The excess supply had to be returned and Government was put to a loss of about Rs. ₹ 1,000 on account of railway freight and compensation for price fluctuations.

2. With a view to preventing such losses in future, Government is pleased to direct that indenting officers and departments should exercise great care and accuracy in the issue of indents for stores required by them. The following note should be printed on all the indent forms which are at present in use in Government offices:—

"Note.—(1) The total cost of the above material is Rs.....
(2) Sufficient funds have been set apart for meeting the cost ~~specified above.~~ specified above.

(3) The firm concerned should not despatch thegoods, if the total cost thereof exceeds the amount of Rs....."
L Genl N 200

3. Government is further pleased to direct that when payments have to be made to contractors or suppliers which involve financial loss, or ex gratia payment, the disbursing officers and Departments concerned should consult the legal advisers of Government in the matter before committing Government to such payments.

4. The cost of printing the above note on indent forms should be debited to "57- Miscellaneous " for the purpose of pro forma accounts.

By order of the Governor of Bombay,

R. S. MANI,

Deputy Secretary to Government.

G. R., No. 4549/33, G. D., dated the 14th January 1942.

To
The Superintendent, Government Printing and Stationery, etc.

To
The Superintendent, G

Clothing.
Poona --

GOVERNMENT OF BOMBAY.

Political And Services Department.

Resolution No. 1639/34.

Bombay Castle, 16th March 1942.

Letter from the Superintendent, Government Printing and Stationery, Bombay, No. M.E. 8305, dated the 17th February 1942 :-

"I have the honour to report that quotations for stitching Poona Uniforms for the year 1942-43 were called for as usual. Only three quotations were received which are given below:-

Description.	Rates Sanctioned as per Government Resolution, Political and Services Department, No.1639-34, dated 30th January 1941.	The Bombay Uniform Clothing Company, Bombay.	Messrs. Bhavoo Kashinath & Company, Bombay.	The India Clothing Company, Bombay.
	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a.
Woollen Coats for Amaldars..	0 10 0	1 4 0	1 4 0	1 0
Woollen Coats for AmPeons ..	0 8 0	0 14 0	0 12 0	0 14
White Drill and Khadi suits	0 12 6	0 13 0	1 5 0	1 0

As Messrs. Bhavoo Kashinath & Company, Bombay and the Bombay Uniform Clothing Company are busy with the Military work, my intention was to recommend the third viz., the India clothing Company, Bombay, for the contract of the next year, provided they would be willing to reduce the rates. A letter was therefore addressed to them, but they expressed their inability to reduce the rates. In the case of other two two firms, the rate quoted by Messrs. Bhavoo & Kashinath Company, Bombay, for stitching woollen coats is cheap; but their rate for stitching white suits was high. This firm was, therefore, addressed enquiring whether they would be willing to reduce their rate for white suits and even in case they were not in a position to do so whether they would

P.T.O.

would agree to undertake the stitching of woolen coats only. They in reply reduced their rate for stitching white suits to Rs. 1-4-0 per suit and further informed this office that if their reduced quotation was found to be high in comparison with the quotations already received they would be willing to undertake the contract for stitching woollen coats only. The Bombay Uniform Clothing Company, were also given the choice of reducing the rates for stitching woollen coats and they have reduced them as under:-

Stitching Woollen Coats.

For Peons.						For Amaldar.					
Original.			Revised.			Original			Revised.		
Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.
0	14	0	0	11	6	1	4	0	1	2	0

I, therefore, recommend that the contract for stitching woollen coats as well as stitching cotton suits for the year 1942-43 should be given to the Bombay Uniform Clothing Company, No. 15, Borbhat Lane, Girgaum, Bombay, at the following rates:-

	Rs.	a.	p.
Woollen Coats for Peons	0	11	6
Woollen Coats for Amaldars	1	2	0
Cotton suits for Peons	0	13	0

RESOLUTION.-- Government is pleased to direct that the tailoring of the uniforms of peons and petty officers serving in Government offices in Bombay City Should be entrusted during the year 1942-43 to Messrs. The Bombay Uniform Clothing Company, No. 15, Borbhat Lane, Girgaum, Bombay, and that they should be paid at the following rated :-

	Rs.	a.	p.
(1)Woollen Coats for Amaldars	1	2	0
(2)Woollen Coats for Peons	0	11	6
(3)Cotton suits	0	13	6

By order of the Governor of Bombay,

H. K. KIRPALANI,
Chief Secretary to the Government of Bombay,
Political and Services Department.

G.R., No. 1639/34, P. & S. Department, dated 16th March 1942.

To

The Account General, Bombay, etc.

V.M.D. /22-5
4c.

Stationery.
Economy in the useof--

GOVERNMENT OF BOMBAY,

General Department.

Resolution No. 3303/33.

Bombay Castle, 12th December 1941.

Letter from the Government of India, Department of Labour, No. A. 364, dated the 18th October 1941.

Memorandum from the Superintendent, Government Printing and Stationery No. 247, dated the 13th November 1941.

RESOLUTION.-- The prices of articles of stationery have risen considerably during the war and some articles are no longer obtainable. It has therefore, become increasingly necessary to observe the strictest possible economy in their supply and strictly to check their consumption. Particular difficulty is being experienced in regard to the supply of paper of various kinds and strenuous steps must be taken to avoid all waste in the use of paper, not only in the Government offices but also in the offices of the local bodies. In the circumstances, Government is pleased to direct that all indenting officers should effect a 25 per cent.reduction in the shortest possible time, if not immediately, in their requirements for paper of all kinds. The Superintendent, Government Printing and Stationery, Bombay, is directed to scrutinise carefully all requisitions for paper and unhesitatingly to cut out down unjustifiable indents so as to achieve this percentage reduction as soon as possible.

2. Government has issued orders from time to time impressing upon the officers the need for economy in the use of stationery articles and suggesting certain ways and means for effecting such economy but the results achieved so far are not encouraging. Government is of opinion that this is due mainly to absence of personal check. The seriousness of the position is, therefore, brought to the notice of all officers and they are requested to give the same personal attention to this matter as they are doing inother matters connected with the prosecution of the war and to issue orders in their respective offices enjoining their staffs to effect the utmost possible economy and to give specific instructions to them from time to time.

3. Heads of Departments and offices under them should be requested to effect economy by following the instructions given below :-

(1) All notes (whether regular or routine) and all correspondence (both drafts and fair copies) as well as all cyclostyled papers should written either in hand or in type on both sides of the papers.

(2) Notes for orders should be submitted on the communications themselves wherever possible.

(3) Notes should be as brief as possible, and space on note sheets can be saved by recording short notes in single line spacing.

(4) When a small or more or less routine note and a memorandum or letter or draft Government Resolution is to be typed or written, the note should be typed or written on one side of the page and the draft and the letter or memorandum or Government Resolution on the reverse.

(5) Drafts themselves should be kept as office copies, and carbon copies should only be made when the draft has been so extensively altered or is sufficiently important as to make it necessary to have a clean copy. In the case of endorsements, forwarding a single document, the endorsement, wherever space permits, should be typed on the document itself either at the end of the main text or on the reverse.

(6) Fair copies of letters should be typed in single line spacing on the smallest size of paper consistent with the volume of matter to be included. Short letters should never be typed on foolscap folio paper (i.e. 13½" x 8½").

(7) Foolscap quarto(i.e. 8½" x 6½") paper should be used as far as this can be done conveniently and the Superintendent, Government Printing and Stationery, should supply this type of papers to the officers and Departments concerned.

(8) In typing fair copies of correspondence consisting of several communications, the copies should be typed, as far as possible, one below the other and not on separate sheets.

(9) In demanding type-written or printed matter, care should be taken that more copies than are absolutely necessary are not asked for.

(10) Waste of paper should be avoided by using sheets of paper fully and by curtailing voluminous accompaniments or by not sending them.

(11) For demi-official correspondence, suitable light weight paper should generally be used, and particular care should be taken that the despatcher realises that unnecessarily large or heavy envelopes are not used.

(12) In the case of small endorsements, letters, etc., foolscap quarto (i.e. 8½" x 6½") paper should, as far as possible, be used instead of foolscap folio(13½" x 8½") paper, which should be used only in letters to the Government of India and to important private persons and bodies.

(13) Similarly official letters should be typed or written on half sheets, i.e. foolscap quarto (i.e. 8½ x 6½") using both sides, wherever this is possible.

(14) All non-confidential correspondence delivered to Departments in the same building should be sent loose and not in envelopes.

(15) Envelopes containing non-confidential documents should be fastened down with economy slips in such a manner as to allow them to be used as many times as possible.

V.M.D./22.5
4c.

(16) Envelopes of the smallest size and cheapest quality should be used consistent with requirements.

(17) The use of disproportionately large envelopes for letters which can be folded to the size of a smaller envelope should be strictly forbidden.

(18) When confidential covers are not sent by post and are addressed by name to the person who should open them, there is no need to use double covers.

(19) Greater use should be made of boxes, instead of covers, in sending confidential papers from one office to another in the same place

(20) Obsolete forms and papers and waste paper of which one side only has been used should be utilised for a rough work or drafting purposes. Wherever this cannot be done, rough memo blocks should be used and it should not be necessary ever to use foolscap paper.

(21) Small forms should not be pasted on larger sheets for filing purposes.

(22) Packing paper, wrappers, etc., of parcels received should be opened very carefully and the material retained for subsequent use.

(23) Blotting paper should be retained in use as long as serviceable and should not be changed at regular intervals as a matter of course.

(24) Officers employing Rotary Duplicators should send to the Superintendent, Government Printing and Stationery, every month a sample of each of the forms, circulars, etc., duplicated by them on their Rotary machines for advice as regards the size to be adopted for duplicating them.

(25) Badami paper (buff routine sheets) should invariably be used in typing-notes, fair copies, etc., of all "C" and " D " class cases; white cream wove being used in typing notes, etc., of important cases of " A " and " B " class.

(26) The Secretariat Departments and all Heads of Offices should use cream-laid paper for cream-wove paper as far as this can be done without detriment to efficiency.

(27) Badami paper of the present thickness of the white typewriter papers should be used for typing letters. Badami papers should also be used in place of Manco Impression paper and printing paper for duplicating work. The Superintendent should supply this type of paper in reams of two different weights, viz., 5 and 6 lbs.lbs.

(28) Letters issued to the same offices on the same day should be sent in one and not in separate envelopes, so far as this does not entail serious delay.

(29) No Department of the Secretariat or Heads of Offices should indent for any but the standard scribbing blocks.

(30) After a limited period, all the old files should be gone through and the records destroyed, if permissible, and the file covers of old records should be used for opening new files.

(31) The annual demands for case boards (Standard Form No. Genl. 139), should also be scrutinised and reduced wherever possible.

4. The Controlling Officers of every Government Department should check the account and stock of stationary and forms at the time of their inspection ofoffices subordinate to them and make suitable remarks in their inspection reports which are to be submitted to higher officers. They should communicate copies of any adverse remarks to the Superintendent, Government Printing and Stationery, together with the orders , if any, passed by them in respect of such remarks. If the head of the Department concerned or the Superintendent considers that the Controlling Officer's remarks in any particular case indicate a serious irregularity which should be brought to Government's notice, the matter should be reported to Government fororders. All Assistant Secretaries, Superintendents and Head Clerks, etc., in Government offices should personally see that every clerk and peon has fully grasped the significance of these orders and will observe and is observing them.

5. The Collectors of the Districts should be requested to ask the local bodies in their Districts to reduce their requirements in respect of paper by 25 per cent. and to issue instructions to their staffon the lines of this Government Resolution copies of which should be forwarded to them.

By order of the Governor of Bombay,

R. S. MANI,
Deputy Secretary to Government.

G. R., No. 3303/33, C. D., dated the 12th December 1941.

To

The Commissioners of Divisions, etc.

V.M.D. /22-5
4c.

Electric bulbs.

Contract for the supply of --

GOVERNMENT OF BOMBAY.

Public Works Department.

Resolution No. 1736/36.

Bombay Castle, 11th March 1942.

Letter from the Superintendent, Government Printing and Stationer, Bombay, No. M.B. /4938, dated the 25th December 1941:-

"I have the honour to forward herewith a copy of letter No. 139/41/2143, dated the 19th December 1941, received by me from the Bijlee Products (India) Limited, Bombay, for the information of Government. Under the circumstances, mentioned by them, it is now necessary to close the contract sanctioned in Government Resolution, Public Works Department, No. 1736/36, dated the 3rd April 1940, and the officers asked to purchase their requirements locally".

Read memorandum from the Electrical Engineer to Government No. G.91/3538, dated the 30th January 1942.

RESOLUTION.-- Government is pleased to direct that the contract for the supply ofbulbs during the year 1941-42 accepted in Government Resolution No. 1736/36, dated the 8th March 1941, and as subsequently modified in Government Memorandum No. 1736/36-M, dated the 6th June 1941, should be closed. The officers and Departments concerned should be permitted to make their purchases of bulbs locally until further orders.

By order of the Governor of Bombay,

R. H. HAMMETT
Deputy Secretary to Government.

To

The General Department. etc.

V.M.D. /23-5
4 c.

Copy of letter from the Superintenient, Government Printing and Stationery, Province of Bombay, No. M.B. 602 of 1942-43 dated the 1st May 1942.

Subject:- Stationery articles.

Economy in the use of --

With reference to Government Memorandum, U.O. General Department, No. 3303/33/C , dated the 13th April 1942, I have the honour to report that the Straw Board prices have this year gone up to Rs. 23/8- per cwt. from Rs. 21/-. It is therefore very necessary that we should find out ways and means by which the consumption of these boards can be reduced. My suggestions will be as under :-

A reference is suggested to the concluding portion of paragraph 3 of this office No. U.O.R./247, dated the 12th November 1941, and paragraph 3(7), (12) and (13) of Government Resolution, General Department, No. 3303/33, dated the 12th December 1941. If these orders are strictly followed by offices there will not be any necessity to supply them with file boards compilation covers and case boards in the present size viz. 14½" and 9½". This size can be reduced to nearly half of the present size suitable for filling quarto size correspondence. In addition to this, the officers may require a few boards of the present size for important correspondence. I therefore, suggest that the supply of these straw boards and compilation suggest that the supply of these straw boards and x covers should be fixed in the proportion of 4:1 i.e. if 20 file boards is the consumption at present, 16 should be supplie in smaller size and 4 or of the present size.

Regarding Case Boards-- These are mostly used for submissio of papers to officers for their orders. Some of these case bo boards are also used for keeping awaiting papers. In this cas I suggest the introduction of two kinds of case boards viz. one as per the present size which should be used in the case of submission of papers to the officers while the other (as per the accompanying sample) should be used for keeping awaiting papers. For the sake of economy I can go a step further and suggest that half the boards (lengthwise) should be used in the case of submissionsf of papers. But in this case, the papers will not be flat but will be in a folded condition. Personally I consider that this is quite conveni so long as the case is not bulky. It may be noted that out of the 25, 709 case boards supplied to all the officers durin 1941-42, 10.000 were supplied to the Secretariat Departments. From this figure it can be seen that the Secretariat Departme consume a large number of case boards and they will have to find out ways and means by which the consumption can be redu As cases are put in Form No. Std. Sectt. Slip 248 (Case cove the consumption of these case boards in the Secretariat Departments should, I think, be far less.

No. 3303/33/C
General Department,
Bombay Castle 14 th May 1942. P.T.O.

Copies forwarded u.o. ; All Departments the Secretariat for favour of very early remarks.

Sd/-

Junior Assistant Secretary to the Government of Bombay, General Department.

V.M.D. /23-5
4c.

General Department.

1. The Superintendent Government Printing and Stationery, reports that the price of strat boards has gone up this year from Rs.11/- to Rs. 23/8 per cwt. and has suggested some measures to reduce the consumption of these boards.

2. Please see pages 3(7), 3(12)and 3(13) of Govt. Resolution, General Department, No. 3303/33, dated the 12th December 1941, in which Govt. had laid down that foolscap quarto (i.e. 8½" x 13½ paper should be used as far as possible. The Superintendent suggests that if these orders are strictly followed it will not be necessary to supply officers with boards and compilation covers of the present size, i.e., 14½" x9¼". He suggests that compilation covers and boards of nearly half the present ~~dimensions~~ size suitable for keeping quarto size papers may be supplied instead and that a few covers and boards of the present size may be supplied for keeping important correspondence. The suggestion made by the Supdt. appears to be economical but not feasible. It may be observed that even if the orders regarding the use of foolscap quarto size paper are strictly followed, the papers f relating to a particular case may not, for obvious reasons, be all of quarto size. Some correspondence may have been done on foolscap paper previously. If, as suggested, by the Supdt. case boards and compilation covers of the reduced sizes are used, papers are likely to be torn and are liable to get lost. The Supdt's suggestion may not, therefore be accepted.

3. The Supdt. also suggests that special boards (as per sample) may be used for keeping awaiting papers. The Supdt's suggestion does not appear to be feasible for the reasons mentioned in para 2 above and may not, therefore, be accepted.

4. The Supdt. also suggests that half the boards (lengthwise) may may be used for submitting papers to officers. The Supdt. states that that this could conveniently be done if the papers are folded and the case is not bulky. For the reasons already stated, the Supdt's suggestion does not seem to be feasible and may not be accepted.

5. Copies of this office note, and the letter under consideration from the Superintendent may be referred u.o. to all Departments of the Secretariat for remarks.

As suggested in para 5 in the first instance.

Sd/- G.G.D.
11.5.42

Sd/- E.B.P 11.5.42

V.M.D. /23-5
4c.

Clothing.
Supply of --to inferior servants other than peons and petty officers.

GOVERNMENT OF BOMBAY.

Political And Services Department.

Circular No. 1590/34.

Bombay Castle, 11th April 1942.

The attention of the heads of Departments is invited to paragraph 4(b) (3) of Government Circular Memorandum, Finance Department, No. 2198/33, dated the 8th August 1936, in which they were asked inter alia, to report the cost in (including tailoring charges,) involved in the proposal to sanction two short coats and two short pants of Khaki cotton drill to inferior servants such as hamals, farashis, kamatis, tent-pitchers, etc. It has been noticed that several Heads of Departments in supplying the necessary information omitted to state the number of inferior servants for whom clothing was required. Government has ascertained from the Superintendent, Government Printing and Stationery, Bombay, that the number of inferior servants for whom clothing was supplied by him to the various Heads of Departments was 417 but that officer reports that this number is not exact as it does not include the peons or inferior servants for whom certain officers might have purchases cloth locally.

2. As it is necessary to estimate the cost involved in the proposal to supply two short coats and two pants biennially to inferior servants(other than peons and petty officers) such as hamals, farashis, kamatis, tent-pitchers, tapalis, etc. Heads of Offices are requested to furnish information regarding the class and exact number of such employees under their control(including those to whom clothing is supplied locally and not through the Superintendent, Government Pringing and Stationery, Bombay,) to this Department through their respective administrative Departments.

By order of the Governor of Bombay,

H. K. KIRPALANI,
Chief Secretary to the Government of Bombay,
Political and Services Department.

G. C., No. 1590/34, P. & S. D., dated the 11th April 1942.

To

The Secretary to the Governor, etc.

V.M.D. /23-5-
4c.

3881/23.4.42.

Submitted with pp.

2. The P. & S.D. in its circular at p. 1 ante states that several Heads of Deptts. in supplying the information omitted to state the number of inferior servants for whom clothing was required. The Supdt. Govt. Printing & Stationery, Bombay reports that the number of inferior servants for whom clothing was supplied by him to the various Heads of Deptts. was 417 but this number was not exact as it does not include the peons or inferior servants for whom certain officers might have purchased cloth locally. That Deptts. requests this Deptt. to furnish information regarding the class and exact number of employees under our control (including those to whom cloghing is supplied locally and not through the Supdt., G.P.& S., Bombay) to whom clothing is supplied as it is necessary to estimate the cost involved in the proposal to supply the cloghing bienially to inferior servants.

3. None of the L.D. peons are entitled to khaki uniform and so far as this Deptt. is concerned no action is necy

4. The only Heads of Offices under the control of L.D. who are concerned are:-

(i) Secy., L.A.,

(ii) Secy., L.C. and

(iii) Govt. Pleader, High Court.

So far as G.P., High Court is concerned he has no hamals etc. under him and as such no report from him is necessary. Perhaps reports from Secy., L.A. and L.C. may be awaited.

On receipt of the report necessary information will be supplied to the P.& S.B.

Sd/-
5.5.42

V.M.D./23-5
4c.

Electric bulbs :
Purchase of --

GOVERNMENT OF BOMBAY.

Public Works Department.

Resolution No. 1736/36.

Bombay Castle, 20th May 1942.

Letter from the Superintendent, Government Printing and Stationery, No. MB. 6672, dated the 25th March 1942 :-

" I have the honour to report that the period for the contract for the supply of Electric Bulbs to officers sanctioned in Government Resolution, Public Works Department, No. 1736/36, dated 8th August March 1941 , expires on 31st March 1942. Tenders were therefore called for as usual and only two tenders have been received which are herewith forwarded for the information of Government . As neither of these firms is in a position to enter into a definite annual contract, I am of opinion that the Indenting Officers should be authorised to purchase their requirements locally giving preference to Indian manufactured lamps wherever possible. If Government agree, the necessary orders may kindly be issued early."

Memorandum from the Electrical Engineer to Government, No. G. 91/154, dated the 15th April 1942 :-

" * * * * * * * * * * * *

" 3. I would suggest that the various indenting officers be informed of the rates quoted by Messrs. Precious Electric Company who appear to be the cheapest and their lamps are known to be reliable, with a recommendation that the indenting officers purchase their annual requirements immediately, direct from the suppliers."

Reference from the Superintendent, Government Printing and Stationery, Bombay , No. 44, dated the 23rd April 1942 :-

" * * * * * * * * * * * *

" 2. I agree with paragraph 3 of the Electrical Engineer to Government

RESOLUTION.- Government is pleased to direct that the instructions issued in Government Resolution No. 1736/36, dated the 11th March 1942 hold good for the year 1942-43 and onwards, until further orders. The suggestion made by the Electrical ~~Mr~~ Engineer to Government in paragraph 3 of his memorandum No. G. 91/154, dated the 15th April 1942 is, however, accepted and it is recommended that it should be given effect to by all indenting officers unless this is found uneconomical. The rates quoted by Messrs. Precious Electric Company

Company are printed as an accompaniment to this Resolution for information.

2. The Superintendent, Government Printing and Stationery, Bombay, should be requested to communicate the relevant orders to the Company concerned.

By order of the Governor of Bombay

R. M. HAMMETT,
Deputy Secretary to Government.

To

The General Department, etc.

V.M.D./23-8
4c.

Stationery.
Economy in the use of --

GOVERNMENT OF BOMBAY.

General Department.

Resolution No. 3303/33.

Bombay Castle, 8th June 1942.

Government is pleased to direct that for the existing sub-paragraphs(26) and (27) of paragraph 3 of Government Resolution, General Department, No. 3303/33, dated the 12th December 1941, the following should be substituted :-

"(26) The Secretariat Departments and Heads of Offices should use Badami Superior 6 lbs. as far as possible instead of cream-wove as the latter quality of paper is very difficult to obtain.

(27) Badami paper of the present thickness of the white typewriter papers should be used for typing letters. Badami paper should also be used in place of Ronco Impression paper and printing paper for duplicating work. The Superintendent should supply this type of paper in reams of two different weights, viz., 5 and 6 lbs. 2½ lbs. and 3 lbs. reams of Badami paper of quarto size should be used for small letters, endorsements and for duplicating purposes wherever possible. "

By order of the Governor of Bombay,

K. B. PATELL,
Under Secretary to Government.

To
The Commissioners of Divisions, etc.

V.M.D. / 23-5
4c.

Stores.
Amendment to Rules regulating the purchase of --

GOVERNMENT OF BOMBAY.

General Department.

Resolution No. 356.

Bombay Castle, 18th June 1942.

Read again paragraph 2 of Government Resolution, General Department, No. 4549/33, dated the 14th January 1942.

RESOLUTION. - After the existing rule 8 of the rules for the purchase of stores, appended to Government Resolution, Political Department, No. 6826, dated the 24th March 1931, the following should be inserted as rule 8-A namely :-

"Rule 8-A.--All indenting officers and departments should exercise great care and accuracy in the issue of indents for stores required by them. They should give speical attention to the following note printed on the indent forms.

Note.-- (1) The total cost of the above material is Rs. .....

(2) Sufficient funds have been set apart for meeting the cost specified above.

(3) The firm concerned should not despatch the goods, if the total cost thereof exceeds the amount of Rs. .....

2. The following correction slip to the Financial Publication No. 1 should be issued :-

Page 187. Appendix 2.
Add the following as rule 8 -A.-after the existing rule 8 :-

" Rule 8-A .--All indenting officers and departments should exercise great care and accuracy in the issue of indents for stores required by them. They should give special attention to the following note pringed on the indent forms.

Note.-- (1) The total cost of the above material is Rs. .....
(2) Sufficient funds have been set apart for meeting the cost specified above.

(3) The firm concerned should not despatch the goods, if the total cost thereof exceeds the amount of Rs. ....."

The requisite notification should be published in the Bombay Government Gazette.

By order of the Governor of Bombay,

E. B. PATELL
Under Secretary to Government

P.T.O.

G. H. No. 356. G. D., dated the 16th June 1942.

To

The Superintendent, Government Printing and Stationery, etc.

V.M.D. /23-8
4c.

Travelling Allowance Bill :

Form of —

GOVERNMENT OF BOMBAY.

Finance Department.

Resolution No.3519.

Bombay Castle, 13th June 1942.

Memorandum from the Public Works Department No. S. 192/4949-E, dated the 9th April 1942.

RESOLUTION. — The Government of Bombay is pleased to direct that the words "from the district officers (Government Resolution, Finance Department No. 3804, dated 8th November 1905)" occurring in each of the certificates No. 4 in Treasury Order Form No. 10 and No. 1 in Treasury Order Form No.11 should be deleted.

2. The Superintendent, Government Printing and Stationery, should be requested to carry out the above alteration in Treasury Order Forms Nos. 10 and 11 when the next stock is issued. He should also delete the words "from the District Officers (vide Government Resolution, Finance Department No. 2392, dated 9th June 1892) " from the Certificate No. 3 in Travelling Allowance Form No. Gen. 27-e, when the next stock is issued.

By order of the Governor of Bombay,

V. V. WADKARNI,
Deputy Secretary to Government.

To

The Accountant General , Bombay, etc.

V.M.D. /23-6
4c.

File Covers.
Economy in use of --

GOVERNMENT OF BOMBAY.

General Department.

Circular No. 3303/33.

Bombay Castle, 14th July 1942.

CIRCULAR

In view of the need for economy in the use of paper all round it is considered desirable that the file covers numbered, Sectt. Slips 24-A, 24-B and Genl. 194, once used should be used again, if they are otherwise serviceable. It is suggested that a slip may be pasted over the subject matter written on file covers which can be re-used without any inconvenience. All officers are, therefore, requested to put this suggestion in practice in making use of file covers.

2. All Heads of Offices are requested to scrutinize very carefully the indents for file covers in future and curtail their normal requirements to the utmost possible extent.

By order of the Governor of Bombay,

E. B. PATELL,
Under Secretary to Government.

To

The Commissioners of Divisions etc.

V.M.D./23-8
4c.

Textiles.
Purchase of -- by Government.

GOVERNMENT OF BOMBAY.

General Department.

Resolution No. 4766/33.

Bombay Castle, 21st September 1942.

RESOLUTION OF GOVERNMENT.

In order to encourage the handloom industry, Government is pleased to direct that Government Departments should use as far as possible handloom cloth instead of mill manufactured cloth. A list showing the types of cloth that can be manufactured on handlooms at present is attached. Government officers should be requested to send their indents in respect of the articles mentioned in the list to the Director of Industries by the first week of April each year. The Director of Industries should then consolidate the requirements of the Government Departments and make the necessary purchases through the handloom weavers.

2. The Director of Industries should be requested to estimate and report to Government the additional cost required on account of the purchase of handloom cloth during the current year. The Director should report to Government in due course the additional amount for making the necessary provision in the next year's budget. The additional cost during the current year should be met by reappropriation or supplementary grant, if necessary, in consultation with the Superintendent, Government Printing and Stationery.

By order of the Governor of Bombay,

E. B. PATELL,
Under Secretary to Government.

To

The Commissioners of Divisions, etc.

V.M.D. /23-5
4c.

Electric bulbs :
Contract for the supply of --

GOVERNMENT OF BOMBAY.

Public Works Department.

Circular Memorandum No. 1736/36.

Bombay Castle, 23rd September 1942.

GOVERNMENT CIRCULAR MEMORANDUM.

In Government Resolution No. 1736/35 , dated the 20th May 1942, Government accepted the suggestion of the Electrical Engineer to Government that the various indenting officers should purchase immediately their annual requirements in respect of electric bulbs direct from Messrs. Precious Electric Company as its lamps were known to be reliable and the rates fair. The Company has now intimated that it is unable to comply with the indents. As no contract for the supply of electric bulbs has been placed with any firm, the indenting officers are informed that they must in the circumstances, obtain the supplies they need locally inkx the open market, as directed in Government Resolution No. 1736/36, dated the 11th March 1942, the orders issued in Government Resolution No. 1736/35, dated the 20th May 1942, being merely recommendatory.

By order of the Governor of Bombay

R. J. HARNETT,
Deputy Secretary to the Government of Bombay,
Public Works Department.

To

The General Department . etc.

V.M.D./23-5
4c.

Forms
Reduction in consumption of —

GOVERNMENT OF BOMBAY.

General Department.

Circular No.9704.

Bombay Castle, 14th November 1942.

CIRCULAR OF GOVERNMENT.

In the view of the acute shortage of paper all Heads of Offices under the several Departments of the Secretariat are requested not to introduce any new forms unless they are required for work in connection with the war and to reduce the consumption of the existing forms by writing more closely and reducing the blank spaces to the minimum.

By order of the Governor of Bombay,

R. S. NANI,
Deputy Secretary to Government.

To

The Superintendent, Government Printing and Stationery, etc.

V.M.D. /22-5
4c.

Blotting paper.
Economy in the consumption of --

GOVERNMENT OF BOMBAY.

General Department.

Circular No.8088/39.

Bombay Castle, 23rd November1942.

CIRCULAR OF GOVERNMENT.

The manufacture of blotting paper has to depend a good deal on imported wood pulp. As imports of such pulp are difficult now, it is essential to effect economy in the consumption of blotting paper. It has therefore, been decided to impose with immediate effect for the duration of the war a 33-1/3 per cent. cut in the demands of all offices and Departments for blotting paper manufactured from wood pulp. The Superintendent, Government Printing and Stationery, is being instructed to cut down accordingly the demands of blotting papers from the indents for the current year which so far have not been complied with.

2. The Collectors of Districts are requested to ask the local bodies in their Districts to reduce their requirements of blotting paper by 33.1/3 per cent.

Bombay
By order of the Governor of Bombay

R. S. MANI,
Deputy Secretary to Government.

To

The Commissioners of Divisions, etc.

V.M.D. /23-5
4x.

Clothing.
Measures for economising the use of Woollen clothing supplied to peons in Government Offices.

GOVERNMENT OF BOMBAY.

Political And Services Department.

Resolution No. 5796/34.

Bombay Castle, 20th April 1942.

Letter from the Superintendent, Government Printing and Stationery, Bombay, No.S.B. 1076, dated the 30th January 1942 :-

" I have the honour to refer Government to Government Resolution, Finance Department, No. 383, dated the 9th September 1939, and to state th that Government have laid down the period of 4years in the case of Woollen Clothing, Belts, etc. Owing to the present inter-national situatio it has become very difficult to obtain woollen materials and therefore thi year, officers indenting for clothing were requested by me to examine the woollen coats and belts and indent for these articles if they consider that they cannot be used further even by carrying out small repairs and my request met with a good response as several officers including the Secretary, Public Service Commission, Bombay, the Registrar, High Court, Appellate Side, postponed their requirements for a few years more. This has resulted in a saving to Government as the materials purchased for woollen coats this year, viz.,(1) Broad Cloth, Superfine, (2) Broad Cloth Coarse, (3) Lining Cloth and (4) Red Braid is already available in suffici sufficient quantity and therefore no provision for a year or two more will be necessary.

" 2. It is now an established fact that the period of these woollen articles can be lengthened but this is only possible if officers or their responsible assistants supervise the use of these articles and see that the peons keep them properly in the office after use. In this office small boxes of deal-wood are given to these peons in which the peons should store their uniforms after the daily work is over. If this method is followed in all offices, I am sure that the period of 4 years can easily be lengthened for a year or two more. The immediate question at present is that the officers should be asked by Government to examine the woollen coats and belts very carefully before they submit their indents for renewal of these articles. If they find that by replacing lining or by carrying out small repairs, the coats and belts in use can be used for a year or two more, they should take prompt action to do so submitting the indent in the case of those peons where replacements are necessary. Further, the officers should be asked to warn the peons whose coats, belts, etc., have been found to be unserviceable so that they may take greater care of these uniforms in future. It is also necessary that the officers should make it a point to inspect the uniforms of these peons at least once in six months so that the peons will be careful in preserving t them . If Government agree with me, the necessary orders may kindly be issued so that it will not be necessary for me to write to every officers as soon as his indent is received and further, officers will on receipt of the orders of Government issue strict instructions to their peons to b careful in the use of their uniforms. "

P.T.O.

RESOLUTION. -- The measures suggested by the Superintendent, Government Printing and Stationery, for economising the use of woollen clothing supplied to peons in Government offices are approved.

By order of the Governor of Bombay,

B. K. KIRPALANI,
Chief Secretary to the Government of Bombay,
Political and Services Department.

To

The Secretary to the Governor, etc.

V.M.B. /23-6
&c.

Use of uniforms by inferior servants in the Secretariat and allied offices located in the Secretariat building.

GOVERNMENT OF BOMBAY.
Political and Services Department.
Resolution No.1590/34.
Bombay Castle, 22nd October 1942.

RESOLUTION :- In amplification of the orders contained in Government Memorandum, Political and Services Department, No. 1590/34 -A, dated the 18th August 1942, Government is pleased to sanction the additionalscale scale of clothing shown against the following categories of inferior servants in the Secretariat, for the duration of the war :-

i) Peons and the liftman		ones coat and one pant each.
ii) Chobdars, Naiks, Havildars, Mukadam and Darwans	)	one coat and two pants each.

The additional clothing should be made of handloom drill processbleached and finished at the Chemical Technology Department of the University of Bombay.

2. Government is also pleased to direct that the undermentioned categories of inferior servants employd for work in the Secretariat should be supplied with clothing on the scale shax shown against them :-

i) Hamals	...	Two Khaki shirts with half sleeves , two short pants, and a cap each annually, to be made from hand loom dril dyed in Cutch Khaki, in lieu of the existing supply.
ii) Sweepers	...	Two blue short pants and two half shirts each annually,
~~xiii) Two green shirts and one~~ iii) Malis	...	Two green shirts and one cap each annually.

3. Government considers that persons appointed to officiate as peons in leave vacancies should also wear the prescribed uniform and is thereforexkax pleased to direct that the several Departments of the Secretariat and other of offices located in the Civil Secretariat as also in the Public Works Department, Secretariat should be supplied with or make their own arrangements for the supply of, as the case may be, two spare suits, a pugree, a Kamarband and a belt for the use of each ' badli ' peon, as required.

By order of the Governor of Bombay,

H. K. KIRPALANI,
Chief Secretary to the Government of Bombay,
Political and Services Department.

To All Heads of Departments.

To

All Departments of the Secretariat, etc.

V.M.D. /25-5
4c.

Use of uniforms by inferior servants in the Secretariat and allied offices located in the Secretariat Building.

GOVERNMENT OF BOMBAY.

Political and Services Department.
Addendum No. 1590/34.
Bombay Castle, 6th November 1942.

Addendum: After the word ' Peons ' in paragraph 1 (i) of Government Resolution, Political and Services Department, No. 1590/34, dated the 22nd October 1942, and the words 'and the Liftmen'.

By order of the Governor of Bombay,

C. K. MARU,

For Chief Secretary to the Government of Bombay,
Political and Services Department.

To

All Departments of the Secretariat, etc.

V.M.D./25-5
4c.

Use of uniforms by inferior servants in the Secretariat and allied offices located in the Secretariat Building.

GOVERNMENT OF BOMBAY.
Political and Services Department.
Resolution No. 1590/34.
Bombay Castle, 22nd January 1943 .

Paragraph 4 of the letter from the Superintendent Government Printing and Stationery , Bombay, No. S. R. 1268, dated the 5th January 1943.

Belts and Kamarbands are standard items and there should be no difficulty in using the same by the Badli Peons while the permanent peons are on leave. The necessity of indenting these items for Badli Peons may kindly be considered and orders issued to that effect as owing to the present international situation it has become very difficult to obtain cloth even at a higher price. "

Resolution :- In partial modification of paragraph 3 of Government Resolution, Political and Services Department , No. 1590/34, dated the 22nd October 1942, Government is pleased, in view of the present difficulty in obtaining woolen material, to direct that for "badli" peons, spare belts and kamarbands should not be obtained but that they should use those belonging to permanent peons on leave.

By order of the Governor of Bombay,

K. L. Panjabi,

Secretary to the Government of Bombay,
Political and Services Department.

To

All Departments of the Secretariat, etc.

V.M.D. /25-5
4c.

Use of uniforms by inferior servants in the Secretariat and allied offices located in the Secretariat Building and the Public Works Department Secretariat.

GOVERNMENT OF BOMBAY.
Political and Services Department.
Resolution No. 1590/34.
Bombay Castle, 22nd December 1942 .

Read -Government Resolution, Political and Services Department No. 1590/34 -A, dated the 22nd October 1942.

RESOLUTION : In order to enable the inferior servants employed in the Secretariat to keep their uniforms neat, Government is pleased to direct, in partial modification of Government Resolution, Finance Department, No. 159/33, dated the 13th January 1934, that a dhobi allwoance of As. 6/- per mensem should be ~~gg~~ given to each inferior servant in the Secretariat and allied offices located in the Secretariat Building and the Public Works Department Secretariat to whom uniform is issued. The grant of the allowance is sanctioned as a temporary measure and should be continued as long as the grant of dearness allowance is in operation.

2. The expenditure on account of the payment of the dhobi allowance should be treated as contingent expenditure.

3. After the grant of the allowance the Departments and officers concerned should take suitable action if a peon is found wearing a dirty uniform.

By order of the Governor of Bombay,

K. L. PANJABI,
Secretary to the Government of Bombay,
Political and Services Department.

To
All Department of the Secretariat, etc.

R.I.No.12773
23.12.1942.

Submitted.

2. Govt. have sanctioned dhobi allowance of As. 6/- p.m. to the inferior servants of the Sectt. Deptts. wearing on uniforms so as to keep them Neat. The charges are to be treated as contingent expenditure. The allowance is sanctioned temporarily and it xk will continue till the grant of dearness allowance is continued.

3. If any peon does not keep his uniform neat, the head of the Deptt. has to take suitable action against him.

4. Necessary note has been taken in G.C.F.D., No. 159/33, d/13-1-34 p. 19 of Misc. II/34.

Sd/-
30-12

V.M.D. /25-5
4c.

Office of the Superintendent, Govt. Printing and Stationery,

Province of Bombay

No. F. B. 1622 of 1942-43 Bombay, 22nd May 1942

From

J. A. NEALE, Esquire., J. P.,
Superintendent,
Govt. Printing and Stationery, Bombay;

Subject :- Economy in the use of Forms, etc.

SIR,

I have the honour to address you on the subject of economy in the use of printed forms, etc. Government have already issued several orders with regard to the need for economy in the use of stationery and other articles, the most recent of which are issued in G.R., No.3303/33, dated 12th December 1941. In view of these orders and owing to the difficulties in getting sufficient quantity of paper even with the increased prices it has become absolutely necessary to curtail as much as possible theuse printed forms, etc. The observations in the following paragraphs will indicate the lines on which the curtailment in the consumption of forms can be effected.

2. The present indents for forms are prepared on the basis of the model indents sanctioned some years ago when papers and other articles were comparatively cheap. Moreover, they do not appear to have been thoroughly scrutinized as it is disclosed that the demands in certain cases are disproportionately heavy. It is not possible to undertake the revision of individual model indents at this juncture, but at the same time economy in all possible ways must be brought into effect without loss of time. The present model indents may, therefore, be set aside for the time being and the demands for forms should be made after taking into consideration the suggestions in this letter.

First of all the balances of all forms in use should be ascertained and listed on a blank indent form according to the serial order of the forms. As this work is of great importance it should be entrusted to the seniormost clerk in your office and you should see that the stock-taking is properly done. The next year's requirements may then be estimated after taking into consideration the utility of the forms and the consumption of the past year. If there is a stock of any of the forms in excess of a year's requirements the surplus forms should be reported to the Yeravda Prison Press sending samples for scrutiny as to whether the stock is of the current edition. The Press will then issue instructions as to the disposal of the surplus stocks and they should be properly complied with.

In estimating the requirements of forms for the next year, the basis of consumption of the past year may not answer well in the present day

...tances. The requirements should therefore be framed after taking into consideration the following instructions:-

(a) There are several forms such as notices, summonsees , etc., which are present prepared in many offices in triplicate, out of which two are sent out for service and the third item is kept as an office copy. As the original is to be returned to the issuing office after service, it is not necessary to prepare the third copy for office copy. It will be sufficient if the fact that the noticed or summons has been issued for service and the date fixed for hearing, are noted on the document in respect of which the notice or summons is issued. This will reduce the requirement of these notice and summons forms by 33. 1/3 per cent. There are several such forms in the Judicial, Magisterial, Police and Revenue Schedules.

(b) Periodical Returns — Several periodical returns are at present submitted to the Controlling offices or to the Account Offices on standard forms and office copies are generally kept. These returns are prepared from the books maintained in the office and the details to be included in the return are always available in the books concerned. Separate copies of the returns to serve as office copies are not therefore necessary. This will reduce the consumption of such forms by about 50 percent. If in any case the figures included in the returns are not readily available from the books and the details to be reported are required to be recorded in the office, the figures should be noted on the office copies of similar returns submitted in the previous year. This should be done at least during the period of the present paper famine. Or if the return is to be submitted more frequently (such as monthly or quarterly the) the details to be reported can be noted in a blank book with column numbers at the top so that one line may be sufficient for the details of each return.

(c) Pay Bill and Contingent Bill forms are used almost by every office In these case substantial economy is possible. Generally one main Pay Bill is submitted monthly and the number of forms used for the monthly bill multiplied by 12 should ordinarily be the annual demand, but for several reasons supplementary bills have to be preferred and an allowance for these on the basis of the supplementary bills preferred during the last year should be provided. Office copy of the Pay Bill is necessarily required as (1) the details are not available in any other record in the office and (2) acquittance is taken on the office copies. It is not, however, necessary to keep office copies of the absentee statements, the G. P. Fund and other Schedules attached to the Pay Bills as the details of these schedules are noted in the Pay Bills as the totals of these are noted in the Pay Bill itself. The requirements of these forms of accompaniments can thus be halved.

Abstract Bills and Contingent Bills are the next items where curtailment is possible. The expenditure from contingent grant is noted in the Contingent Register in detail and yet the office copies of the Contingent Bills and Abstract Bills are prepared and kept in each office. The office copies can easily be dispensed with if the number of the Bill and the officer preferring the Bills intials the entries. This will reduce the consumption of these form by about 50 per cent.

Similarly office copies of licences, leases, agreements, etc., can be discontinued if they are at present kept.

(d) Many of the forms are supplied in bound books. In many offices it is the practice to open new registers with the commencement of each year, even though the books already in use are not completely filled up in the completed year. New registers k should not be opened unless the lod ones are completely xx used up.

(e) There are certain very simple forms and only a few copies are required annually. In such cases it is better to prepare the forms in manuscript as there will be no extra cost to prepare them in the office xxxxxx concerned and the cost of printing the form can be saved. It may be noted that it is not economical to print a form of which a few copies are required, e.g., the Annewari Patrak forms of which 4 or 5 copies are required for each village. If this form is prepared by the Talati of the village concerned he can do it without any extra cost to Government but if the skeleton form is printed for the use of all the villages, a large number of copies has got to be printed and supplied at a considerable cost. Moreover, there is a possibility of each office asking for a few extra copies, as printed forms are supplied free of charge by the Press, but this will not be the case if these copies are required to be prepared in manuscript.

(f) Forms of inspection and audit are printed in the half margin style with the questions in the left half and blank space for replies in the right. As these forms are prescribed by codes or at least they are in use for a number of years, they are not liable to be changed very often. It is not necessary to have the printed forms for each inspection memo. The inspecting officers should, with the help of the questionnaire, note the replies on blank sheets against the question numbers. Further action such as reports to higher authorities etc. is necessary only on a few items and in such cases the questio concerned may be copied if necessary xxxx xx xxxx xxxx the report for the information of the controlling officer (the forms Nos. P.W.D. 571, R.D. 7,8,9,10, R.T.A. 19 20 are some of the instances.)

(g) The use of envelopes can be curtailed by using the National Economy Slips in all cases. A small economy slip for the square envelope (Envelope No.2) is being introduced for this purpose. As a large amount of correspondence will now be carried on in Foolscap quarto size, only two envelopes, viz. Envelopes Nos. 2 and 4, should be indented for in the proportion of 3 : 1. The other two envelopes, viz. Envelopes Nos. 5A and 6A, should be indented for when absolutely necessary. The number should not exceed 200 in the case of Envelopes Nos. 5A and 250 in the case of No. 6A. This scale is intended for the Heads of Departments only. In the case of heads of offices the scale is 100 in the case of Envelope No. 5A and 25 in the case of Envelope No. 6A. If there is any special reason for having a larger number than that laid down above the reasons for same may be given.

(h) Clean Slip Blocks (Gen. 110 and 111).— The consumption of this item is on the increase at present. In this case it is impossible to frame the requirements correctly. You are requested to reduce the consumption by about 25 per cent so long as the shortage of paper continues.

(i) The price of the Straw Boards has gone up to a large extent and therefore time has come that officers should go through their old records and destroy whatever is not required so that the old boards can be used for the new year's files, this curtailing their fresh requirements at least by 50 per cent this year.

(j) Case Boards (Gen. 132).-- This question is now before Government, but it is requested that no new case boards should be indented for this year, but those in use should be used as far as possible even with some inconvenience.

Straw Board Pieces .-- I suggest that Boards for the bottom of files only should be indented for for this year. For top a folded piece of a cartridge or kraftpaper should be used. By this method the consumption will be reduced by 50 percent.

If the above instructions are carefully followed, the consumption of of the forms will naturally come down, which is a great necessity at present. The next annual indent should, therefore, be framed according to these instructions. It is hardly necessary to mention that no new form should be introduced during the present situation unless it is required in connection with the War or such other urgent work.

Your obedient Servant,

J. A. NEALE,
Superintendent,
Govt. Printing and Stationery, Bombay.

V.M.D. /25-5
4c.

Legal Department
No. 4838/3.6.42.

Submitted,

The Superintendent, Govt. Printing and Stationery, Bombay, has issued certain instructions regarding the economy in the use of printed forms etc. These instructins are issued with a view to curtail as much as possible the use of forms inter alia the introduction of new forms unless it is required in connection with the War or such-o other urgent work. The suggestions of the Supdt. in para 2 of his letter as to the utility of forms have been noted.

The forms mentioned in the Supdt's letter at (b), (c), (d), (g) and (h) except those at (a), (e) and (f) are in use in this Department.

Forms at (c) re: Pay bill and contingent bill forms are in constant use. The instructions as to their utility will be carefully followed. As regards the forms at (b) viz. forms for the use of periodical returns their requirements are few and far between. However, the instructions as to their utility have also been noted.

As regards the forms at (d) :-
Forms in bound books- It should be noted

that no new registers should be opened unless the old ones are completely --

... of the fact that the books already in use are not completely filled up in the completed year and as to the use of forms at (g) and (h) viz., envelopes and clean slip blocks the curtailment will be effected in the case of envelopes by using the national economy slips and by reducing the consumption of clean slip blocks by about 25% so long as the shortage of papers continues.

In view of the Supdt.'s instructions the future requirements will be estimated with due regard to the dire necessities and the indents will be framed after taking into consideration the circumstances during the present situation of paper famine.

Sd/-
10-6

V.M.D. /25-5
4c.

Stationery.

Economy in the use of --

Economy slip for envelope No.2.

GOVERNMENT OF BOMBAY.

General Department.

Resolution No.3303/33.

Bombay Castle, 30th May 1942.

Letter from the Superintendent, Government Printing and Stationery , Bombay, No. M.B. 709, dated the 7th May 1942 :-

" I have the honour to report that in Paragraph 3 (16), of G.R., G.D., No. 3303/33, dated the 13th December 1941, Government have ordered that envelopes of the smallest size should be used. At present the smallest envelope issued by this office is not used with National Economy Slips. As the consumption of this envelope will be increased to a large extent in view of the orders quoted above and also in view of the fact that at large number of letters issued from an office will be on F'cap 4 to sheets, it is necessary that National Economy Slips should be introduced for this envelope also. I therefore submit herewith a sample (in duplicate) of the National Economy Slip together with the envelope for which it is intended for the approval of Government. This National Economy Slip will be numbered Gen. 163 A in the Catalogue of Standard forms. If Government agree with the proposal the necessary orders may kindly be issued to all the officers concerned, so that they may indent for copies of these National Economy Slips for use on the envelope referred to which bears Standard No. an envelope No.2 (D. O. envelope) in the Catalogue of Standard forms."

RESOLUTION.-- The proposal of the Superintendent, Government Printing and Stationery, to introduce National Economy Slips to the Demi Official envelope bearing standard No.2 in the Catalogue of standard forms, is approved.

2. All Departments of the Secretariat and the Heads of offices should be requested to exercise economy in the use of the Demi Official envelopes by using the slips. The Superintendent, Government Printing and Stationery, should be requested to print and supply on indent all the Departments of the Secretariat and the Heads of Offices with the slips.

3. The National Economy Slip should be numbered as "Gen-163A" in the Catalogue of standard forms. The cost of printing the slips should be debited to the head "56-Stationery and Printing" for the purposes of pro-forma accounts.

By order of the Governor of Bombay,

C.G. DESAI,
for Under Secretary to Government.

G.R.,No.3303/33, G.S., dated the 30th May 1942.

To

The Commissioners of Divisions, etc.

Clothing.

Pagris.

Supply of -to inferior servants of Government for use on ordinary and ceremonial occasions.

GOVERNMENT OF BOMBAY.

Political And Services Department.

Resolution No.1740/34.

Bombay Castle,5th January 1942.

Read Government Resolution, Finance Department, No. 393, dated the 8th September 1930.

RESOLUTION.—The question regarding the supply of spare pagris to the inferior servants of Government has been under the consideration of Government for some time. Pagris are supplied to the inferior servants every four years in accordance with rule 87 of the Manual of Contingent Expenditure. They become soiled, however, by constant use and unsuitable for use on ceremonial occasions before the prescribed period expires and the question, therefore, arose whether the "duty" period of the pagris should be reduced. After careful consideration, Government has come to the conclusion that the duty period of the pagris should not be reduced, but that the pagris should be washed and redyed once every year and that sowkars and peons should be allowed the washing and redyeing charges incurred annually. These charges should be debited to the Contingent grants of the offices concerned. The charge should not exceed one rupee annually in respect of each pagri.

2. As regards the use of the pagrison ceremonial occasions, Government has decided that, in addition to the pagris supplied for the ordinary use of the inferior servants, spare pagris should be supplied to offices which need them for the use of such inferior servants only as have to attend on their officers on ceremonial occasions. Generally one inferior servant will attend on an officer on ceremonial occasions. Only one spare pagri for the use of the inferior servant who has to attend on his officer on ceremonial occasi should, thereforebe supplied. The spare pagris should not be made over to the inferior servants concerned nor should they be replaced at fixed periods. They should be deposited in the office concerned for use on ceremonial occasions only and should be replaced only when they are converted into pagris for ordinary use. The spare pagris should be of the superior quality which costs about Rs. 4-8-0 per pagri and should be obtained from the Superintendent, Government Printing and Stationery, Bombay;

By order of the Governor of Bombay,

V. H. VACHHRAJANI,
for Chief Secretary to the Government of Bombay,
Political and Services Department.

To

The Commissioner, Northern Division, etc.